

ORDER

**U.S DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**Eastern Region
Jamaica, New York 11430**

AEA-61

EA 1910.1

10/6/97

SUBJ: FAA SITUATION REPORT PROCEDURES

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1. **PURPOSE.** This Order provides guidelines for generating the Regional Federal Aviation Administration (FAA) Situation Report (SITREP).
 2. **DISTRIBUTION.** This Order is distributed to the branch level and above in the Regional Headquarters.
 3. **BACKGROUND.** The SITREP provides a vital **flow** of current and comprehensive information to provide the status of FAA personnel, facilities, operational capability, and other pertinent information to FAA Officials and other elements responding to a disaster situation. The **FAA** SITREP is the primary means to transmit such information in a consistent time-frame and format. All Division Managers and **Staff** Officer, as prescribed in FAA Emergency Operations Plan, Order 1900.IE EA SUP 1, are required to provide information for inclusion into the SITREP. This report is approved by the Regional Administrator and forwarded to Headquarters for the Administrator's Report.
 4. **RESPONSIBILITIES.**
 - a. Regional Administrator is responsible for regional response and final approval for the SITREP.
 - b. All Division and Staff Office Managers shall
 - (1) Designate the Emergency Planner responsible for initiating their individual organization response to the SITREP.
 - (2) Designate an alternate to the Emergency Planner for providing information for the SITREP
 - c. Emergency Planners are responsible for:
 - (1) Gathering and providing a timely submission, when advised, of organizational information to the Regional Operations Center.
 - (2) Interpretation and further explanation of information provided for the SITREP.
 - d. Operations Center.
 - (1) Manager and/or Emergency Preparedness Specialist of the Operations Center shall:
 - (a) Notify the appropriate emergency planners, by any means possible, to initiate actions required to generate the SITREP.
 - (b) Responsible for consolidating, organizing, and preparing the final **SITREP** for approval by the Regional Administrator and or designee and forward to FAA Operations Center in Headquarters.

Distribution: A-XEA-3; AEA-6(60copies);AEA40(5copies)

Initiated By: AEA-6

(2) Operations Officer, after normal business hours, shall be responsible for maintaining a log and be cognitive of all events reported which may have been caused directly or indirectly by the threatening situation and generating a SITREP for approval by the Regional Administrator and forward to FAA Operations Center in Headquarters,

5. NOTIFICATION PROCEDURES. Manager Operations Center and/or the Emergency Preparedness Specialist when a readiness level is activated shall provide appropriate information as follows:

a. During normal business hours. The appropriate Division Emergency Planners or designee shall be contacted for timely submission of the organizational SITREP. The Manager, Operations Center and/or Emergency Preparedness Specialist shall finalize the report for approval by the Regional Administrator and forward it to the FAA Operations Center in Washington Headquarters.

b. After normal business hours. Organizations with 24 hour facility operations shall report information to the Operations Officer in the Operations Center for the SITREP.

(1) Division Emergency Planners shall initiate their organization after hour reporting system and notify the Operations Officer of the transfer.

(2) Airway Facilities. Upon notification from the Division Emergency Planner, the Manager for National Airspace System (NAS) Operations located at the New York TRACON shall report all tri-state events specific to the threatening situation, which would not otherwise be reported, to the Operations Center. Regional Maintenance Control Center (RMCC) Specialist shall report for the rest of the region to the Operations Center.

NOTE: Information normally reported to the Operations Center caused specifically by the effects of the event/disaster, and such connection, shall be brought to the attention of the Operations Officer when providing the normal report through regular channels.

(3) Air Traffic. Upon implementation of the after hour reporting system, the Emergency Planner or the Manager, Operations Branch shall report all events specific to the threatening situation.

(4) Operations Officer upon receiving verbal approval by the Manager and/or Emergency Preparedness Specialist and final approval by the Regional Administrator or designee shall forward the SITREP to FAA Operations Center in Headquarters; Regional Administrator; Regional Executive Manager; Manager, Public Affairs Staff; and other Managers who have a need to know. This shall be annotated in the Operations Center Daily Operations **Log**.

6. SITREP REQUIREMENT. The FAA Emergency Operations Plan Order, **1900.1E** provides the submission requirements, broad content, and format required by each region.

a. All reports specific to the threatening situation, which would not otherwise be reported, shall be sent to the "SITREP cc:mailbox or if not available by fax to the Operations Center.

NOTE: Information normally reported to the Operations Center and caused specifically by the effects of the event/disaster, and such connection, shall be brought to the attention of the Operations Officer for inclusion in the SITREP.

b. Reports submitted to the Operations Center shall include but are not limited to:

1. An executive summary report written so that the general public shall understand the content.

2. Facility outage: official times (occurred, duration, operational), impact to operations (such as delays or airport closures), cause of outage, and related events.

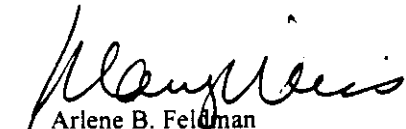
3. Personnel status: injuries or other casualties, minimum specialist level required for watch coverage, number of employees reporting and present for duty, status of dependents, and serious personal property damage.

4. Equipment status: radars, communications, generators, etc

5, Operational capabilities (estimated percentages)

6. Restrictions, amended procedures, hours of operation (reduction **of** hours of operation due to staffing shortages), restoration actions, etc.

7. Operational status (limited access, restrictions, and or closures) of civil airports certified under the provisions of **FAR 139**.



Arlene B. Feldman
Regional Administrator